



# ARTS PROJECT GRANT PROGRAM GUIDELINES

The City of Bloomington recognizes that the arts are an important part of the culture and economy of the community, and that the City has a responsibility to foster an environment conducive to the community's participation in the arts. Artists, works of art and artistic institutions contribute to the quality of life and the general welfare of the citizens of Bloomington.

Each year the Bloomington Arts Commission makes funds available to support local art projects. The Arts Project Grant program's primary goal is to advance community involvement in the arts by providing direct support for nonprofit organizations that offer quality arts and cultural programming for the citizens of Bloomington. Arts Project Grants support efforts focused on the cultural experience; in arts education and in the creation of works of art for both well-established institutions and newly formed groups.

The BAC believes new organizations and new programming are vital to the growth of the arts community in Bloomington. Emerging organizations or existing organizations with new projects are encouraged to apply for the Arts Project Grant program. First-time applicants are encouraged to contact staff for assistance in completing the grant application process.

There are two grant cycles annually, and applicants may apply to either or both cycles, but are limited to one project application per cycle. Grant awards are capped at a maximum of \$1,200 per project application.

## PROJECT PERIODS

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The Arts Project Grant Program has two cycles annually:

**Summer/Fall Cycle:** for projects beginning between June 1 and November 30.

**\*\*The deadline for this cycle is April 1**

**Winter/Spring Cycle:** for projects beginning between December 1 and May 31.

**\*\*The deadline for this cycle is October 1**

Project should be completed within 12 months of receiving grant award notification.

## ELIGIBILITY

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The Arts Project Grant Program is open to nonprofit organizations and is for projects which take place within Bloomington city limits.

The Arts Project Grant Program does **not** fund:

- Projects completed prior to funding period.
- Activities and performances not available to the general public.
- 100% of project costs. Applicants are required to provide matching funds through other sources.
- Activities and performances planned **solely** for fundraising purposes.
- Food, beverages or other refreshments.
- Capital expenditures as the sole project activity.
- Training expenses as the sole project activity.
- Interest on loans, fines, penalties and/or litigation costs.
- Indirect costs.
- Projects which are longer than one year in duration.
- Individual artists directly. Artists must work with a partner agency, which must serve as the applicant and fiscal agent.

## REVIEW CRITERIA

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Grant applications are evaluated on three (3) categories of criteria. Points will be awarded based on the values below.

### Artistic Quality (40 points)

- The overall level of artistic excellence achieved in the process of creation or in the final artwork.
- The extent to which the project will positively impact public understanding or appreciation of art.
- The extent of creativity and innovation exhibited in the project design or construct.
- For existing organizations, the organization's proven ability to deliver a high quality project.
- For new organizations, the organization's clear indication as to what constitutes a high quality project and a plan to achieve such a level of quality.

### Community Impact (40 points)

- The extent to which the project reaches out to a large and/or significant and/or underserved audience.
- The potential for the project's desired effects to endure beyond its completion.
- The extent to which the project enriches the vitality and diversity of the local arts environment.
- The relevance/importance of the project and its intended outcomes to the needs and interests of the target audience.

### Organizational Capacity (20 points)

- The extent to which stated project outcomes are appropriate and reasonable based on the project's activities (see Application for definition of project outcomes).
- The extent to which the applicant has demonstrated a clear commitment and ability to making the project a success, including activities in marketing, fundraising and audience development.
- The ability of the organization to sustain the project to completion.
- If the project is to be repeated in the future, the applicant must demonstrate plans to sustain and improve upon the project.
- The extent to which the applicant can demonstrate satisfactory adherence to final reporting and acknowledgment requirements.

### AWARDS

Grant awards will not exceed \$1,200 per application. The Commission typically receives many more requests than it is able to fund; not all applications will be approved.

### FINAL REPORT

All grant recipients will be required to submit a Final Report to the BAC within thirty (30) days of project completion. Non-submittal of a final report in a timely manner may negatively impact future funding.

If major changes occur from the original application (i.e. scope, location, budget or schedule), notification of such changes must be submitted in writing and approved by the BAC for funding to continue.

### REQUIRED ACKNOWLEDGEMENTS

Grantees shall acknowledge receipt of a Bloomington Arts Commission Arts Project grant by use of the Arts Commission's logo and credit line when appropriate. Evidence of proper acknowledgement should accompany the completed Final Report. Guidelines for acknowledgement are sent out with grant award notification. Lack of proper acknowledgement may negatively impact future funding.

### MATCHING REQUIREMENT

A variety of revenue sources demonstrates good fiscal planning as well as broad community support, therefore the Arts Project Grant program has a matching fund requirement. Funding requests must include a 1:1 match (a \$2,400 project would have a \$1,200 grant request and a \$1,200 match from the applicant.) In-kind support for the applicant's match portion is capped at 50% (in the previous example the in-kind support would be capped at \$600.)

### REVIEW PROCESS

Applications will be reviewed and scored by those Arts Commission members present at the next regularly scheduled meeting of the Commission.

Applicants are strongly encouraged to attend and observe the grant review meeting. At the beginning of the meeting, applicants will have the opportunity to brief the Commission on new information pertaining to the project or information that was not included in the grant application due to space limitations. They also may be called upon to respond to questions posed by the Commission.

It is recommended that applicants send the representative most familiar with the grant application and project.

Attendance at the grant review meeting is encouraged but not required.

### HOW TO APPLY

Grantsmanship is a major factor in the review of applications. While an application may be technically eligible, unaddressed evaluation criteria, overly lengthy word counts, non-descriptive narratives, or a lack of financial accuracy or budget clarity may result in a negative evaluation and no funding. Please direct questions to Miah Michaelsen, Assistant Economic Development Director for the Arts, at 349-3534 or [michaelm@bloomington.in.gov](mailto:michaelm@bloomington.in.gov).

Applications and supplemental materials should be submitted via **e-mail** by 5:00 p.m. of the appropriate Project Period deadline (April 1 or October 1). Hand-delivered and mail submissions are also acceptable. For mail or hand-delivery, submit the **original** application only (no copies are necessary).

Completed applications should be submitted to:

Miah Michaelsen  
Assistant Economic Development Director for  
the Arts  
401 N. Morton St., Suite 130  
Bloomington, IN 47404  
[michaelm@bloomington.in.gov](mailto:michaelm@bloomington.in.gov)

**Submission of a completed grant application means acceptance of responsibility for having read and understood the information in these guidelines and compliance with all rules, regulations, laws, terms and conditions described in this document.**

Only completed applications will be accepted. Typed applications are encouraged.

Late applications will not be reviewed.

Funds not claimed by 60 days after award notification will be returned to the grants pool.